

Tongji University School of Economics and Management

Post-Doctoral Fellowship Management Guide

According to the regulations of the General Office of the State Council, the National Department of Human Resources and Social Security, the China Postdoctoral Science Foundation, the Shanghai Municipal Human Resources and Social Security Bureau, and Tongji University's postdoctoral policies and regulations, Tongji University is attracting more talents to conduct postdoctoral research work in the School of Economics and Management (SEM). In order to normalize and strengthen research work for postdoctoral researchers and promote the healthy development of postdoctoral research work, the SEM has developed this implementation scheme.

The implementation targets of this scheme are the postdoctoral research stations of Department of Management Science and Engineering and Department of Business Administration.

(I) Basic Principles

1. During the stationing period, the postdoctoral researcher should espouse the party's principles and policies, abide by the law and regulations, abide by the academic ethics and norm, and be proactive, pragmatic, dedicated, cooperative and collaborative.
2. The postdoctoral personnel are positioned as the research team of the school and excellent Ph.D. holders are encouraged to apply for postdoctoral qualifications in the SEM;
3. The period at the postdoctoral station is generally not less than 3 years and up to 4 years. Postdoctoral personnel who undertake major national scientific research projects after entering the station shall not exceed 6 years in duration according to the project deadline and work commitment.
4. After entering the postdoctoral station, the appraisal system is implemented. The school assesses its research performance and development potential to decide its exit or continuance in the station.
5. The first signatory affiliation on the scientific research outputs during the postdoctoral period shall be the Tongji University SEM (including part-time postdoctoral fellows).

(II) Selection Criteria

To apply for a postdoctoral research position, one must have a doctoral degree from China or abroad, excellent quality, good health, rigorous style of study, strict adherence to academic ethics, and solidarity and cooperation spirit. Specifically, to

meet the following conditions:

1. Applicant who has not yet obtained a Ph.D. degree should have a Resolution of Defence and obtains a Ph.D. within 6 months. Applicant who has obtained a degree must be within 3 years after graduation;
2. Must commit full-time postdoctoral research at the station;
3. Applicant is under the age of 36 at the time of online filing, the outstanding person may appropriately relax the age limit; experienced postdoctoral researchers who enter the station the second time or above will not be restricted by that the Ph.D. awarding date must be within 3 years;
4. Responsible mentor is in the list of doctoral mentors published by the school, and undertaking a research project funded by national or provincial government;
5. Non-Tongji Ph.D. holder applying for postdoctoral position does not have discipline restriction doctor. Tongji Ph.D. holder should cross a first-level discipline;
6. Type A postdoctoral researcher: Doctoral degree in first-class universities (985 colleges) or first-rate disciplines (211 key national disciplines), with strong research potential, has published a paper in a major foreign journal (Management Science and Engineering discipline requires Class A journal and above, Business Administration and other disciplines require Class B journal and above; please refer to the journals approved by the school), or Ph.D. from a well-known overseas university, and has one paper enters the 2nd or 3rd stage of review in a major academic journal, with strong research potential.;
7. Type B postdoctoral researcher: Has published 2 SSCI/SCI journal articles (within the intended disciplinary area) and 1 CSSCI journal article;
8. Type C postdoctoral researcher: Ph.D. holder from a well-known university worldwide, with strong research potential;
9. Type D postdoctoral researcher: Has published 1 SSCI/SCI journal article (within the intended disciplinary area) or 3 CSSCI/EI journal articles;
10. For Types B and C postdoctoral researchers, if they meet the upper level criteria for entering the station, their salary will be upgraded according to the new standard from the next year.

(III) Evaluation and Assessment

The postdoctoral station will evaluate the opening proposal, annual performance, mid-term performance, and exit performance of the research fellows. For the opening proposal, mid-term performance, and exit performance, an expert group will be set up for assessment exercises. There should be no less than three members in the assessment panel, the station master or deputy master must be included. For the exit assessment, the number of panel members shall be no less than 5, the station master or deputy master must be included. The assessment level is divided into two: qualified and unqualified.

1. Proposal Report

Postdoctoral fellow must report the opening proposal within 3 months after entering the station. The proposal report should elaborate on the scientific research work plan of the postdoctoral researcher during the station period, including the technical ideas for scientific research projects, the basic plans for expected scientific research work, expected results and feasibility, and annual assessment tasks. Only with the consent of the postdoctoral mentor, considering the topics listed in the open proposal are of great significance and feasible to complete, may the research project commence.

2. Annual and Mid-term Assessment

Each year, an expert group will be set up to conduct mid-term assessments for all postdoctoral fellows who have worked at the station for 18 months. The assessment results shall be based on the opinion of the expert group. Those who fail to participate in the annual/mid-term assessment or receive failure grades (except those who apply for deferred assessment and are approved) shall be terminated. The postdoctoral researcher must complete output requirements before leaving the station.

3. Exit assessment

Types A, B, and C postdoctoral researchers should complete the following scientific tasks during the stationing period (three years):

- (1) Type A or B postdoctoral fellow must publish an international Class-B paper as the first author or the corresponding author and having Tongji University SEM as the author affiliation. Type C postdoctoral fellow must publish an international Class-B paper or two domestic Class-A papers as the first author or the corresponding author and having Tongji University SEM as the author affiliation;
- (2) As the first author or correspondent author, and Tongji University SEM as the author affiliation, publish 1 paper in a major journal of the National Natural Science Foundation of China.
- (3) As the principal person, apply for China Postdoctoral Science Fund;
- (4) As the principal person, successfully apply for 1 National Natural Science Foundation Project or 1 National Social Science Fund Project.

Type D postdoctoral researchers should complete the following scientific tasks during the stationing period:

- (1) Publish a journal article equivalent to 4 CSSCI papers, see relevant regulations of the SEM;
- (2) As the principal person, successfully apply for China Postdoctoral Science Fund;
- (3) Complete the scientific research tasks assigned by the mentor.

Those who have completed the work plan and passed the assessment may exit the

station; if the work plan is not completed, they may apply for an extension to be approved by the expert group. Postponed exit requires a new contract. If the assessment fails again in one year, the contract will be terminated.

(IV) Compensation System

Each year, the college pays Type-A postdoctoral researchers a salary of 300,000 RMB/year before tax (including the school portion, the same below); Type-B postdoctoral researchers 270,000 RMB/year; and Type-C postdoctoral researchers 240,000 RMB/year; pay salary salary of RMB to Type-D postdoctoral researchers 210,000 RMB/year. Postdoctoral researchers with postponement of exit will be paid according to school regulations.

For postdoctoral researchers with excellent research performance, the school will provide additional funding each year based on their performance outputs. Those who successfully apply for the National Social Science Fund Project or National Self-funding Project will receive 20,000 RMB/project per year; For those who publish journal articles (as the first author or correspondence author and Tongji University SEM is the author affiliation), each Class A+ journal paper will receive 100,000 RMB support; each Class A journal papers 40,000 RMB support. At the same time, the scientific research outputs of postdoctoral researchers are credited to the stationing departments and rewarded by each department independently.

Excellent postdoctoral researchers who have outstanding performance in scientific research (e.g., publishing Class A+ journal papers in Management Science and Engineering discipline, and Class A journal papers in Business Administration discipline), may become assistant professors after review and approval.

(V) Supplementary Provisions

1. This Management Guide will be implemented on the date of issue. The postdoctoral researchers who entered the station before the date should be managed according to the original Management Guide.
2. If any provision in this Management Guide violates the relevant regulations of the State or the school, the regulations of the State and the school shall prevail.
3. The power of interpretation of this Management Guide belongs to the School of Economics and Management of Tongji University.

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